

PEP  
4H Meeting Minutes  
February 4, 2004

**Present:** Marilyn Rudzinski, Tina Fleming, Cheryl Jock, Janet Weber, Keran Walkowicz, Mary Rader, Jane Resuteke, Sue Vergilio, Cathy Cooper, Lynne Grobbel, Doris Duda, Sue Kutchev , Elizabeth Kutchev, Karen Rinke and Shari Jackson - Maers

**Approval of Agenda:** Items compiled from Jan Weber, Mary Radar and Marilyn Rudzinski. Agenda approved.

**Approval of Minutes:** Minutes to be approved at next meeting.

**Updates:**

*Trainer Certification:* Mary explained the certification process for NARHA that she completed November. Marilyn stated that now that Mary is certified the PEP program can go forward.

Keran questions Shari's involvement being she is not yet certified. Shari said that as long as Mary is there she is allowed to participate.

Site Review: Mary met with Mr. Watson at Big R stables and Mr. Watson has agreed to let us run a trial program at his stables. It was discussed that the program would run on a weeknight evening from approximately 5:30 p.m. to 8:00 p.m. Mary stated that both indoor and outdoor arenas are available and are very large and that tack lockers are available on site.

Mary suggested that Monday evenings would be the best for her but suggestion opposed by Jan who stated that there are too many other meetings on Mondays.

Mary also stated that she thought that Big R Stables should receive some kind of compensation for the use of the facility.

Mr. Watson also agreed to loan us the use of 2 or 3 of his horses for the program. Mary also suggested that she set up a meeting with Big R borders to see if more onsite horses may be available for use.

A motion was made by Shari to establish Big R Stables as PEP site. Keran seconds. Motion approved.

*Equipment:* Mary took inventory of current Tack supplies:

- 3 16" English saddles with leathers and peacock stirrups and hand holds all in fair condition.
- 4 fleece saddle seat covers in good condition.
- 5 sets of rainbow reins in good condition.
- 2 new sets of leathers 54"
- 5 English saddle pads in fair condition
- 12 velvet English helmet
- 7 macramé lead ropes that need to be replaced
- 3 plastic saddle covers, which are not needed.

A lengthy discussion ensued concerning the needed equipment. Jane offered to donate several items including English girths and possibly a small saddle. She also volunteered to attend Ray's Riding Rascal's Tack Sale on March 6th, 2004. She agreed to set up a table with an opportunity for people to donate equipment or cash for

equipment that is needed for PEP program. Shari stated that the Sanilac County program might also donate items that we need.

Jan motioned to purchase needed equipment. Shari seconds. Motion approved

Keran motions that Jane be allowed to set up a table at Ray's Riding Rascal's in hopes of getting donations. Shari seconds the motion. Motion approved

Needed equipment was again discussed with the following list agreed upon.

1. 2 smaller English saddles, 14"
2. Hand holds, 2 or 3 for new saddles
3. 2 gait belts
4. 1 pair of peacock stirrups (breakaway needs to be replaced.
5. 2 Devonshire boots
6. 6 macramé' lead ropes
7. 6 adjustable helmets

Mary questioned whether she would have to pay for equipment in advance and then is reimbursed. Both Sue and Doris suggested that she be given a check in advance and then return receipts and balance of money to account. Jan questioned the legality of doing this and stated that she would prefer it be put on a credit card, even if it was her own. That offered was declined and an advance check decided upon.

Shari motioned that a \$500.00 check be given to Mary to be used to purchase needed equipment for the PEP program. Sue seconds the motion. Motion was approved.

A last note on equipment was a recommendation that all equipment be marked as 4H PEP property and several suggestions on how to do that were made.

### **Program Development Needs:**

*Recruitment & Training of volunteers:* There was a short discussion on recruiting volunteers that included suggestions including, 4-H members, girl scouts, newspaper ads, area schools including local colleges where community service hours are a requirement. It was discussed that somewhere between 18 to 24 volunteers would be needed (3 per child).

Mary stated that volunteers could go online at [www. NARHA. Org](http://www.NARHA.Org) and for \$5.00 could take a course that would help them to better understand their responsibilities.

Jan stated that too many volunteers have been a problem in the past when there was nothing for them to do. Shari stated that her and Mary had already discussed that possibility and were working on creating a list of tasks to be preformed in case such a situation arises.

As far as training Mary would like to have a training video available, and an opportunity to do a dry run at the stables, with the volunteers prior to the program starting.

Marilyn suggested doing the volunteer training on a Saturday or Sunday to make it easier for younger volunteers to get there. She also suggested having pizza ect. , To welcome them. Mary said that the observation deck at the stables would work well for the purpose and would check with Mr. Watson on the availability of the stables on a weekend.

### *Misc.*

Mary informed us that a start up kit was available from NARHA for \$25.00.

Jan was concerned about getting the needed paperwork for people on the waiting list.

There was a discussion concerning contacting other counties that run a PEP program to get some understanding of their budget needs and also about obtaining extra liability insurance for the program. Tina volunteered to contact some by phone and Shari stated that she would be in Sanilac County next week and would speak to someone then.

Mary motioned for Sue to contact insurance companies regarding costs of extra insurance.

Doris seconds and motion is approved.

#### **Committee Status:**

##### *Finance:*

1. *Account Status*
2. *Budget proposal*
3. *Fundraising*

The question of reimbursements was the first topic of discussion. Mary had mailed checks here for a seminar and training and was wondering when she would be reimbursed. Marilyn stated that she had thought that she had signed checks to pay for those sessions so the transaction would have to be reviewed.

Shari motioned for Mary to be reimbursed for her training sessions. Keran seconded the motion and it was approved.

Shari then asked about being reimbursed for \$75.00 for her NARHA test.

Keran supported a motion to reimburse Shari. Sue seconds and the motion was approved.

The PEP account status as of 1/3/04 is **\$9,131.23**.

Marilyn discussed the necessity of a budget proposal to determine spending needs for the coming year. Money needs to be allocated for certain items including, supplies, training, scholarships ect. Keran suggested that a budget be set up after the needs are realized. Again Marilyn emphasized the need to prepare a budget proposal so that the program can be more prepared for future costs.

Some of the considerations that were brought up were mileage for instructors and Keran suggested that both Mary and Shari should be paid after the first year of the program. Which is another reason for a budget proposal to be able to anticipate these types of costs.

Another budget consideration that was discussed was scholarships. Jan stated that she felt that they should be available. Marilyn suggested that setting the criteria for qualifying for a scholarship should be the first step in the process. Until that was done, scholarships could not even be considered. It was suggested that no scholarships be offered for the first sessions. Keran then suggested that scholarships should be handed out at the completion of the program to avoid people dropping out.

Jan stated that one of the children that have been on the waiting list is in need of a scholarship and could not attend without it. Mary stated that without have criteria in place that there is no way of knowing whether or not the child would qualify anyway. Sue stated that if the child was accepted in the program money could be found to ensure that she could attend.

Jan brought up the possibility of attending the Heritage Festival as a means of raising funds for the program. Marilyn had to explain that because of the amount of funds that have sat dormant for such a long period of time,

a request to attend a fundraiser might have to be denied. A need has to be obvious to promote having a fundraiser. Again, another good reason to have a budget proposal in place.

### **Leadership:**

Due to some confusion, Marilyn wanted to discuss leadership roles in the PEP committee. As far as Marilyn was aware no one had officially been appointed to chairperson, as a representative of the PEP committee. Marilyn explained the structure of the committees and where PEP stood in the pyramid.

Sue felt that Mary or Shari should represent PEP as they were at the forefront of the program. Cathy felt that being Jan had been filling that position from the beginning she should continue to do so.

Keran motioned to appoint Jan as chair. Mary seconded the motion and the motion was approved.

Proposed dates for volunteer training were set as April 20th for training and April 27th for a dry run. Date set for start of program was proposed for 1st week of May.

Mary gave a recap of the duties she would perform by the next meeting.

1. Work on a budget for Equipment
2. Purchase equipment
3. Speak to owner of stable to verify day and time for program
4. Check on securing a weekend date for training

Future meeting dates:

1. Tuesday, March 9th 6:30 p.m.
2. Tuesday , April 6th

Meeting was adjourned